

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (SUMMARY)

Project Information:

Lead Agency:	City of Davis
Project Name:	Amtrak Station Improvement Project - Install Electronic Bike Lockers
Project Type: <i>See Attachment A</i>	B3: Upgrade transit stops/stations to support active transportation and encourages ridership
Description of Project (Short):	Purchase and install 24 new electronic bicycle lockers ("eLockers") at the Amtrak Station. The eLockers are operated by electronic key-cards and are solar powered.
Project Location:	Davis Amtrak Station
Project Start Date (anticipated):	1-Aug-16
Project End Date (anticipated):	30-Sep-17

Funding Information:

Funding Year:	FY 2015-2016
Requested Amount of PUC 99313:	\$65,285
Requested Amount of PUC 99314:	\$28,010
Total LCTOP Funding:	\$93,295
Total Project Cost:	\$93,295

Project Benefits:

Greenhouse Gas Benefits (off of worksheet)

Estimated GHG Reduction:	0.37
Project Life:	10
Estimated Total GHG Reduction:	3.7

Disadvantaged Communities (DAC) Benefits:

Does your service area have a DAC?	No
Does the Project Benefit a DAC?	NA
Identify the DAC Census Tracts?	NA
Identify Specific DAC Benefit Criteria? <i>See Attachment B</i>	
Qualitative Description of DAC Benefit?	NA
Describe the DAC Need Project Addresses?	NA
Total GGRF \$ Allocated to DAC	0

Co-benefit

Critical Air Pollution Reduction:	0
VMT Reduction:	0
Ridership Increase	0
Fuel Use Reduction:	0

Energy Use Reduction:	0
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Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (ALLOCATION)

Regional Entity: SACOG	
Project Lead: City of Davis	County: Yolo
Project Title: Amtrak Station Improvement Project - Install Electronic Bike Lockers	

Project Lead:

I certify the scope, cost, schedule, and benefits as identified in the attached Allocation Request (Request) and attachments are true and accurate and demonstrate a fully funded operable project. I understand the Request is subject to any additional restrictions, limitations or conditions that may be enacted by the State Legislature, including the State's budgetary process and/or auction receipts. In the event the project cannot be completed as originally scoped, scheduled and estimated, or the project is terminated prior to completion, project lead shall, at its own expense, ensure that the project is in a safe and operable condition for the public. I understand this project will be monitored by the California Department of Transportation - Division of Rail and Mass Transportation.

Name: Anthony Palmere

Signature:

Title: Unitrans General Manager

Agency: City of Davis

Date: 1-Feb-16

Amount: \$ 28,010

Contributing Sponsor(s):

***If**

this project includes funding from more than one project sponsor, the project lead above becomes the "recipient agency" and the additional contributing project sponsor(s) must also sign and state the amount and type of LCTOP funds (PUC Sections 99313 and 99314) contribution. Sign below or **attach a separate officially signed letter providing that information. If there is more than one contributing sponsor, please submit additional page, or a letter from the additional contributors.**

Name: Azadeh Doherty

Signature:

Title: Senior Planner

Agency: Sacramento Area Council of Governments

Date: 1-Feb-16

Amount: \$ 65,285

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (FUNDING)

	LCTOP Allocation	15/16	16/17	17/18
Request Amount per PUC 99313:		\$65,285		
Request Amount per PUC 99314:		\$28,010		
Total Project Allocation Request:		\$93,295		
Project Title:	Amtrak Station Improvement Project - Install Electronic Bike Lockers			
Project Location/Address:	840 Second Street, Davis CA 95616			

Table 1: Project Lead Information

	Legislative District Numbers	
Agency Name: <u>City of Davis</u>	Assembly:	<u>4 - Dodd</u>
Contact Person: <u>Roxanne Namazi</u>	Senate:	<u>3 - Wolk</u>
Contact Phone #: <u>(530) 757-5675</u>	Congressional:	<u>3 - Garamendi</u>
Email Address: <u>rnamazi@cityofdavis.org</u>	Amount:	PUC Funds Type:
Address: <u>1717 5th Street</u>	\$ <u>28,010</u>	<u>99314</u>
<u>Davis, CA 95616</u>	\$	

Table 2: Contributing Sponsor Information

Name: <u>Sacramento Area Council of Govts</u>	Amount :	PUC Fund Type:
Contact: <u>Azadeh Doherty</u>	\$ <u>65,285</u>	<u>99313</u>
Contact Phone #: <u>916-340-6221</u>	\$	
Email Address: <u>adoherty@sacog.org</u>		
Address: <u>1415 L St., Sacramento, CA 95814</u>		

Other Contributing Sponsors: (Attach sheet with contact information)	Amount:	PUC Fund Type:
Name: _____	\$ _____	
Name: _____	\$ _____	
Name: _____	\$ _____	

TOTAL \$93,295

(*Contributing project sponsors provide signed letters of verification as to amount and eligibility or sign cover page)

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (PROJECT)

Table 3: Type of Project

See Attachment A for category of project (example: Category 1A Implement new or expanded transit service (for new routes or expansion of existing routes).

Operations Projects				Capital Projects			
<input type="checkbox"/>	A1	<input type="checkbox"/>	Ai	<input type="checkbox"/>	B1	<input type="checkbox"/>	Bi
<input type="checkbox"/>	A2	<input type="checkbox"/>	Aii	<input type="checkbox"/>	B2	<input type="checkbox"/>	Bii
<input type="checkbox"/>	A3	<input type="checkbox"/>	Aiii	<input checked="" type="checkbox"/>	B3	<input type="checkbox"/>	Bii
<input type="checkbox"/>	A4	<input type="checkbox"/>	Aiv	<input type="checkbox"/>	B4		
<input type="checkbox"/>	A5						

Table 4: Project Summary

a) Project Description - Describe the project in your own words, using comprehensive overall project description regarding improvements to be made, increased level of service and performance goals.

The proposed project is only a small component of a much larger initiative by UC Davis to encourage alternative commute modes to and from Davis. A summary of this initiative is available at the Campus Tomorrow web site (http://campustomorrow.ucdavis.edu/app_pages/view/77). The City of Davis proposes to purchase and install 24 lockers with FY 2015-2016 LCTOP funds currently allocated to the City of Davis. ELockers would be available to users on an as-needed basis using a pre-paid smart card technology that deducts an established rental fee for the length of time that the locker is used by the customer. This feature eliminates the need to assign a bike locker to a single individual for exclusive use over a time period, but instead allows all subscribers to use any available locker 24 hours a day, 7 days a week. This increased flexibility in use opens up opportunities for new users who would consider switching to alternative transportation. Currently, the existing standard lockers and bike racks at the Amtrak Station are frequently used, which creates a disincentive or perceived barrier to alternative transportation modes.

b) Project Location - Describe the location of the project. Also provide an 8 1/2" X 11" project site map that shows the transit service area and project location. Use link to CalEPA website for information, <http://www.calepa.ca.gov/EnvJustice/GHGInvest/default.htm>.

See attachments.

c) Project Life - For capital projects, state the Useful Life of the Project. For operations project state the number of months service will operate.

Capital:	10 years
Operations:	NA

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

Table 5: Description of Major Benefits/Outcomes

a) Greenhouse Gas Reduction - Describe how this project will reduce greenhouse gases and any assumptions or data that support this description. For example, "The expanded transit service will reduce VMT and greenhouse gas emissions by replacing auto trips with transit trips. Initial estimates indicate that the expansion could add 50 commuter bus riders per day to replace an average auto trip of 10 miles each way." If available, please provide the expected amount of VMT reductions and greenhouse gas reductions.

The installation of new bike lockers is expected to reduce VMT and greenhouse gas emissions by replacing auto trips with a combination of transit and bike trips. Because the objective is to encourage commuters from outside of Davis to use alternative transportation modes, adjustment factors have been revised as follows: 1) Length (L) is assumed to be 10 miles, which represents a conservative estimate of the miles driven by UC Davis employees from their origins outside of Davis; and 2) Although the project objective is to encourage long-distance commuters to switch to alternative transportation, this analysis conservatively assumes auto access to local transit services at the point of origin. The analysis also includes an assumption that there could be as much as a 20 percent vacancy rate at any particular time, so that 80 percent of the proposed bike lockers would be in use. Further, the analysis includes an assumption that half of those lockers could be used by local Davis residents biking to the Amtrak Station to commute to destinations outside of Davis, resulting in a 50 percent reduction in bike lockers remaining available for new commuters from outside of Davis.

b) Increased Mode Share - Describe how this project will directly increase mode share.

To the degree that installation of additional bike lockers removes a potential barrier and facilitates a "complete trip" for individuals who might consider alternative transportation for their commutes to and from Davis, this project would result in the transition of single-occupant vehicle users into multi-modal, connected alternative transportation options.

c) Disadvantaged Communities (DAC) Project Criteria

See Attachment B for DAC Criteria to Evaluate Projects (example: Category 1B Project provides transit incentives to residents with a physical address in a disadvantage community (e.g., vouchers, reduced fares, transit passes).

Low Carbon Transportation Projects				Transit Projects					
<div></div>	1A	<div></div>	2A	<div></div>	1A	<div></div>	1G	<div></div>	2E
<div></div>	1B	<div></div>	2B	<div></div>	1B	<div></div>	1H	<div></div>	2F
<div></div>	1C	<div></div>	2C	<div></div>	1C	<div></div>	2A	<div></div>	2G
<div></div>	1D			<div></div>	1D	<div></div>	2B	<div></div>	2H
				<div></div>	1E	<div></div>	2C	<div></div>	2I
				<div></div>	1F	<div></div>	2D		

d) Disadvantaged Communities (DAC) (if applicable*) - Describe how this project will directly benefit the DAC(s) within your service area in your own words. **For agencies whose service area includes disadvantaged communities, at least 50 percent of the total moneys received shall be expended on projects that will benefit disadvantaged communities.**

CalEPA does not identify any disadvantaged communities within or adjacent to the City of Davis.

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

Table 5: Description of Major Benefits/Outcomes

e) Co-Benefits - Check all additional Benefits/Outcomes.

<input type="checkbox"/>	Improved Safety	<input checked="" type="checkbox"/>	Coordination with Educational Institutions
<input checked="" type="checkbox"/>	Improved Public Health	<input checked="" type="checkbox"/>	College/University
<input type="checkbox"/>	Reduced Operating/Maintenance Cost	<input checked="" type="checkbox"/>	Promotes Active Transportation (walking, biking)
<input type="checkbox"/>	Increase System Reliability	<input checked="" type="checkbox"/>	Promotes integration with other modes of transportation
<input type="checkbox"/>	Other Benefits (describe below)		

f) Co-Benefits - Describe benefits indicated above in d) and any other benefits not listed.

Encouraging individuals to use bicycles as part of their commutes to and from Davis has obvious public health and active transportation benefits by allowing people to remove themselves from a sedentary mode of transportation. The proposed project promotes modal integration by closing a potential gap in an alternative transportation "complete trip" - meaning that commuters have their bicycles secure and safe locker to complete the last leg of their trip from the Amtrak Station to their jobs on the UC Davis campus or surrounding areas. Although Unitrans provides transit access to 95 percent of residents/businesses within City limits, a number of University employees work at more remote locations not well served by Unitrans or Yolobus.

Table 6: Project Schedule

Capital Projects	
Begin Construction Phase (Contract Award)	8/1/2016
End Construction Phase (Contract Acceptance)	2/28/2017
Begin Vehicle/Equipment Order (Contract Award)	NA
End Vehicle/Equipment Order (Contract Acceptance)	NA
Begin Closeout Phase	3/1/2017
End Closeout Phase	6/30/2017

Operations Projects	
Begin expanded/enhanced transit services	NA
End expanded/enhanced transit services	NA
Begin Closeout Phase	NA
End Closeout Phase	NA

START DATE FOR LCTOP FUNDED PHASES MAY NOT PROCEED PROJECT APPROVAL LETTER.

Pre-construction costs (e.g design, environmental and right-a-way) are not eligible to be funded by LCTOP funds, they must be funded by other sources.

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (OPERATIONS DESCRIPTION)

Table 7: Operations Project Description NOT APPLICABLE

a) Describe the operating plan for this system.

b) Describe the fare structure for this system.

c) Describe the assumptions and process that were used to develop the ridership projections shown in the request.

d) Describe the assumptions and process for how the operating cost projections were developed.



California Environmental Protection Agency
Air Resources Board

**California Air Resources Board (ARB)
 Greenhouse Gas Emission Reduction Calculator for the
 California Department of Transportation (Caltrans)
 Low Carbon Transit Operations Program (LCTOP)
 Greenhouse Gas Reduction Fund
 Fiscal Year 2015-16**

Project Name:	Install Electronic Bike Lockers
Project ID:	0

Inputs in **RED** must be filled out

Results	GHG Emissions (MTCO ₂ e)	Description
Net GHG Benefits	134.01	Total GHG Emission Reductions (MTCO ₂ e)
LCTOP Funds Requested (\$)	93,295.00	Funds requested per State Controller's Office Eligible list for FY 2015-16
Total LCTOP Funds Requested (\$)	-	Includes all LCTOP allocations the applicant intends to utilize (up to three FY allocations including FY 2015-16) for the proposed project. Use the State Controller's Office Eligible list for FY 2015-16 allocation funding amounts to estimate the subsequent funding allocations.
Total GGRF Funds Requested (\$)	93,295.00	Includes the Total LCTOP fund requested and any other GGRF Program monies
Total GHG Emission Reductions /Total GGRF Funds Requested (\$)	0.0014	The metric to be reported in the application.



California Air Resources Board (ARB)
Greenhouse Gas Emission Reduction Calculator for the
California Department of Transportation (Caltrans)
Low Carbon Transit Operations Program (LCTOP)
Greenhouse Gas Reduction Fund
Fiscal Year 2015-16

The California Air Resources Board (ARB) is responsible for providing the quantification methodology to estimate greenhouse gas (GHG) emission reductions from projects receiving monies from the Greenhouse Gas Reduction Fund (GGRF).

This GHG emission reduction calculator accompanies the quantification methodology for the fiscal year (FY) 2015-16 GGRF Low Carbon Transit and Operations Program (LCTOP) available at: <http://www.arb.ca.gov/cc/capandtrade/auctionproceeds/finalctopqm.pdf>

Applicants must use this calculator to estimate the GHG reductions associated with the LCTOP projects. **Refer to the quantification methodology document for background, step by step detailed instructions and examples.** To use this calculator, follow these steps:

Step 1 Identify the LCTOP proposed project type(s): The applicant must select at least one eligible project type from Tables 1 or 2 and may select additional project types from Tables 3 or 4.

Step 2 Determine the inputs needed: The applicant will use Tables 5 and 6 to determine the required project details needed for input into this calculator tool for the applicable project type selected in Step 1.

Step 3 Estimate GHG emission reductions: The applicant will enter the project details identified in Step 2 into this calculator tool to calculate the GHG emission reductions of the proposed project.

Read Me Tab (this page):

Enter the Project Name, Project ID and the contact information for person who can answer project specific questions from staff reviewers on the quantification calculations. The Project ID is assigned by Caltrans. This file will be submitted with other documentation requirements. Please use the following file naming convention: "[Project ID]_[Project Name]" not to exceed 20 characters. For example, if the application ID is "1-1C_001," the project name is "Transit BRT," and the file is the input file, the file name may be "1-1C_001Transit BRT." Project names may be abbreviated.

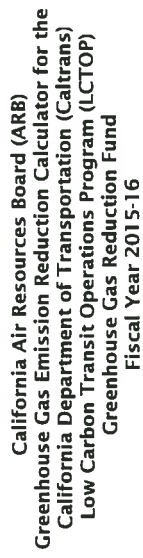
Project Name:	Install Electronic Bike Lockers
Project ID:	
Contact Name:	Anthony Palmere
Contact Phone Number:	(530) 754-5814
Contact Email:	ajpalmere@ucdavis.edu
Date Completed:	2/1/2016

Inputs Tab:

Headers in red indicate input needed by the project applicant. For each row, applicants must work from left to right and enter all relevant data. Some cells may not be applicable to the project. These cells will turn black and be locked based on inputs. Applicants should use as many rows as necessary to characterize all relevant features of the proposed project. Definitions are provided in the definitions tab, including how to determine Year 1, Year F, and adjustment factors. Inputs must be substantiated in the documentation provided to ARB; see Section C. Documentation of the quantification methodology.

Submit documentation: Save file for submittal. See Section C. Documentation of the quantification methodology for additional documentation requirements.

For more information on ARB's efforts to support implementation of GGRF investments, see: www.arb.ca.gov/auctionproceeds
Questions on this document should be forwarded to GGRFProgram@arb.ca.gov
Questions on the LCTOP program should be forwarded to LCTOPcomments@dot.ca.gov



 **Air Resources Board**
California Environmental Protection Agency

Install Electronic Bike Lockers

0

For

Must be filled out from left to right

[illegible]

Low Carbon Transit Operations Program

TOTAL PROJECT COST AND FUNDING PLAN

The following Funding Plan has been reviewed and approved by the undersigned. It includes a complete list of funds for this project and is the total cost of the project, including LCTOP funds.

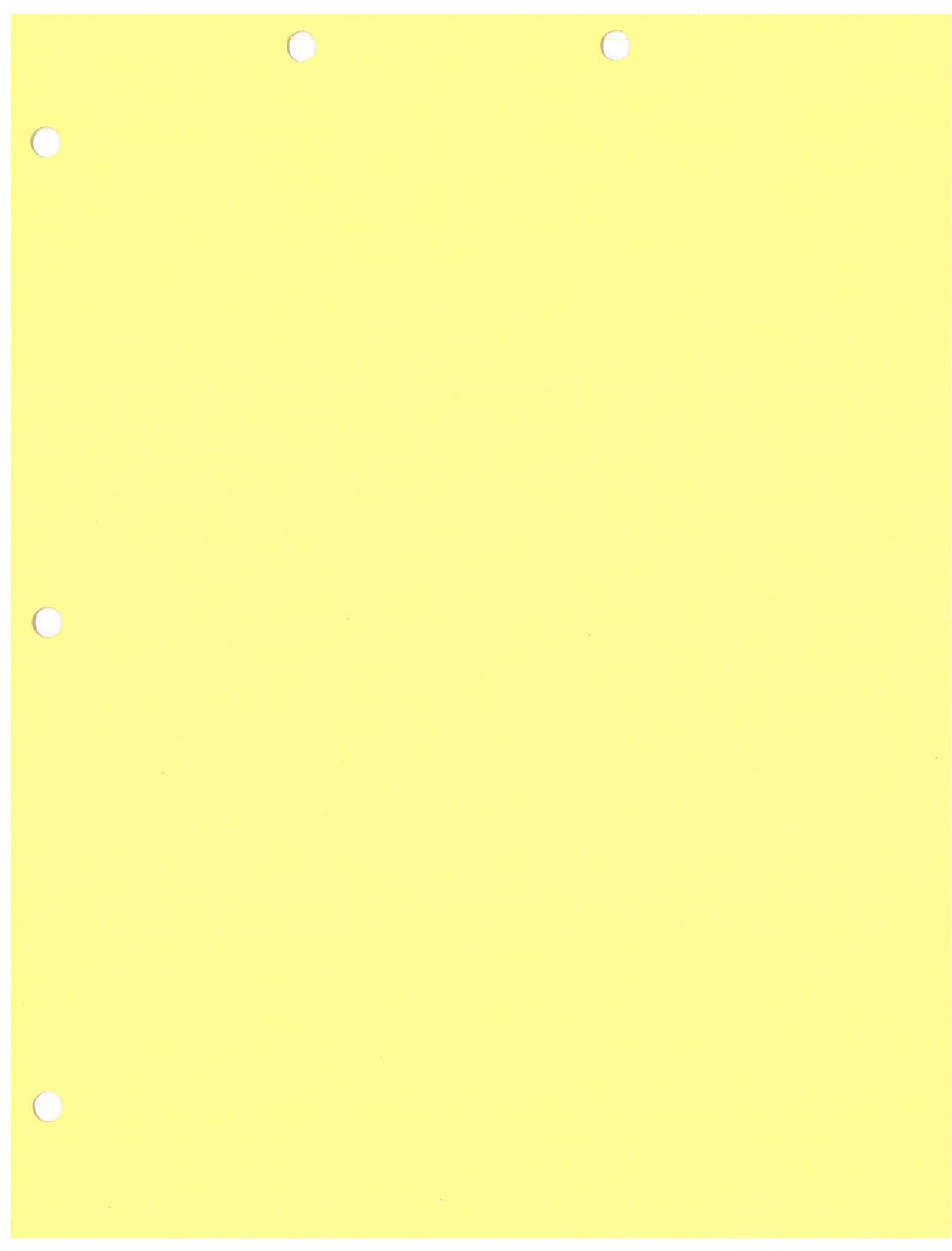
Person preparing this form (please type or print): Teri Sheets, Unitrans Assistant General Manager-Administration	Phone: (530) 752-6525	Date: February 1, 2015
Approval Authority: Sign and date <div style="font-family: cursive; font-size: 1.2em; margin-top: 10px;">Anthony Palmere</div> <div style="margin-left: 150px; margin-top: 10px;">2/1/16</div>	Typed name and phone number: Anthony Palmere, Unitrans General Manager (530) 754-5814	

Shaded fields are automatically calculated. Please do not fill these fields.

Proposed Total Project Cost									Project
Component	Prior	FY 2016	FY	FY	FY	FY	FY	FY	Total
PA&ED		0	0	0	0	0	0	0	0
PS&E		0	0	0	0	0	0	0	0
R/W		0	0	0	0	0	0	0	0
CON		0	0	0	0	0	0	0	0
Veh/Equip Purchase		0	93,295	0	0	0	0	0	93,295
Operations/Other		0	0	0	0	0	0	0	0
TOTAL		0	93,295	0	0	0	0	0	93,295

Low Carbon Transit Operations Program (LCTOP)									
Component	Prior	FY 2016	FY	FY	FY	FY	FY	FY	Total
PA&ED									0
PS&E									0
R/W									0
CON									0
Veh/Equip Purchase			93,295						93,295
Operations/Other									0
TOTAL	0	93,295	0	0	0	0	0	0	93,295

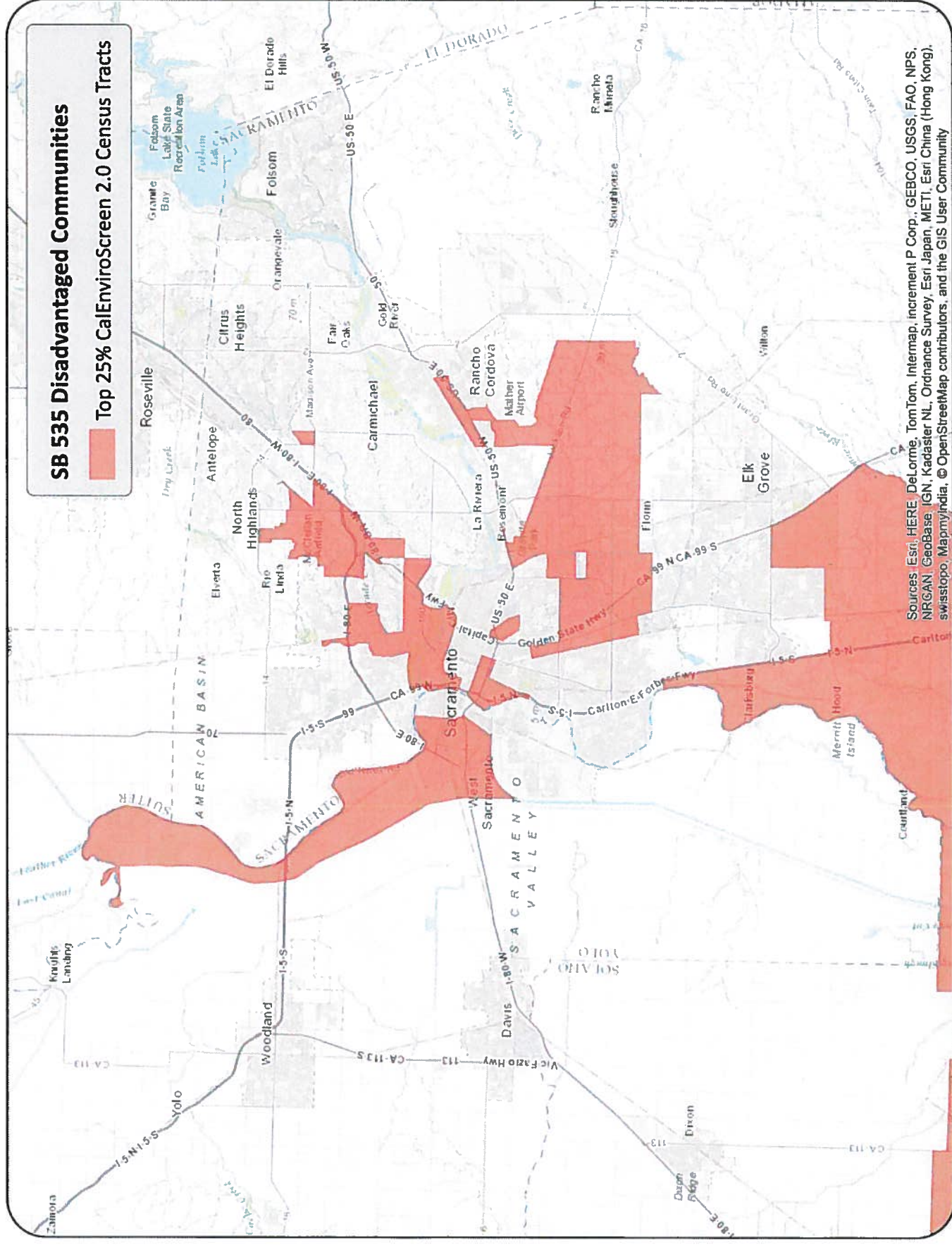
Funding Source:									
Component	Prior	FY 2016	FY	FY	FY	FY	FY	FY	Total
PA&ED									0
PS&E									0
R/W									0
CON									0
Veh/Equip Purchase									0
Operations/Other									0
TOTAL	0	0	0	0	0	0	0	0	0



[illegible]

NAME	DATE	603 WEST ABERDEEN ST 11 BOSTON MA 02118 TEL 617 452 6600 FAX 617 452 6601 WWW.ELOCK.COM	
ISSUED	Y/N	eLock TECHNOLOGIES LLC	
CHECKED	SON	5/27/13	
REQ APP'D			
APR. LABEL			
SPECIAL INSTRUCTIONS		ELOCK LAYOUT FOR DAVIS EDITION	
		SIZE	PART. NO.
		DAVIS CA RAILWAY EDITION	
		NO. SCALE	DO NOT SCALE

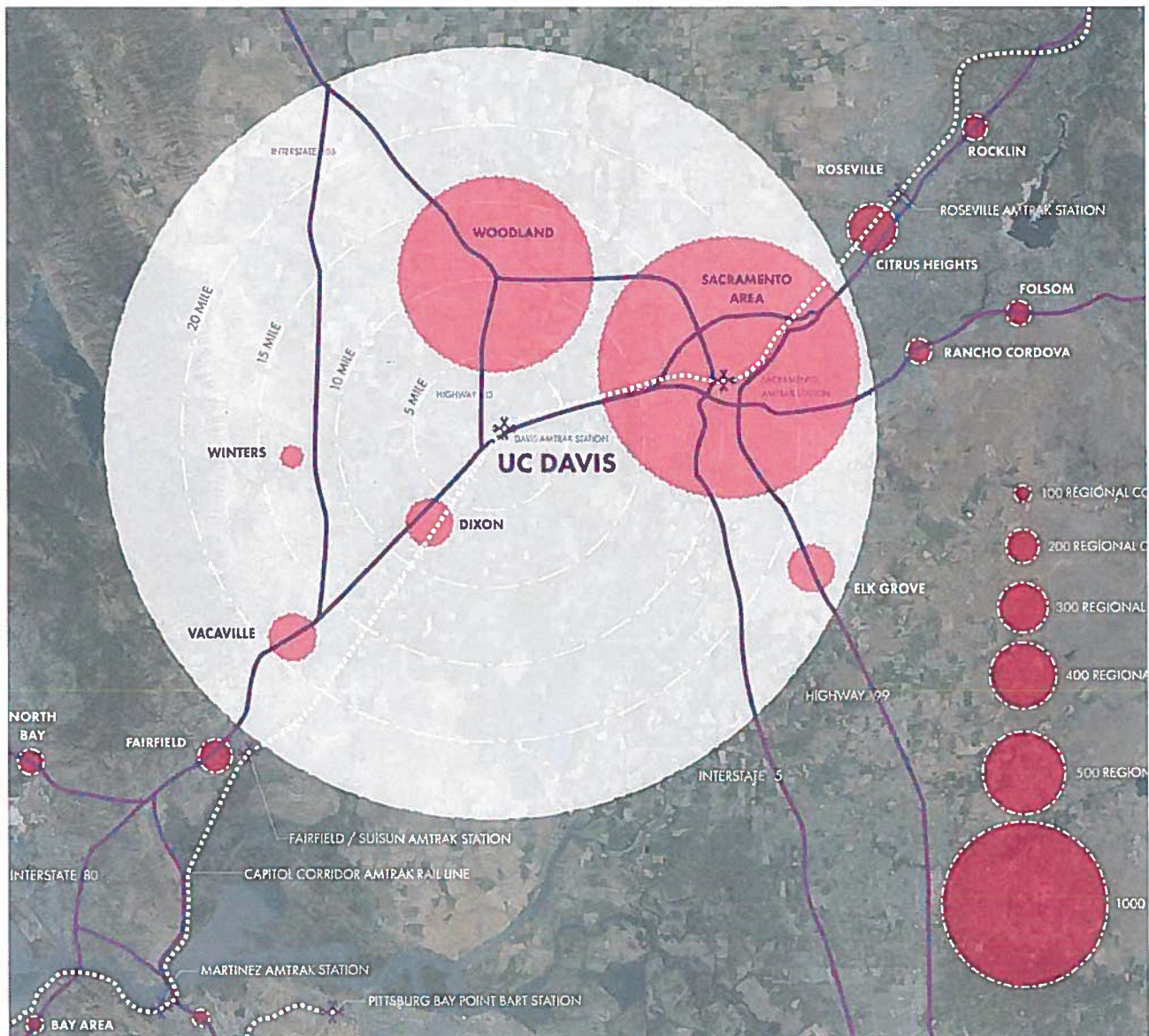
Sacramento Area



REGIONAL TRANSPORTATION

CHALLENGE: REDUCE THE NUMBER OF DRIVE-ALONE COMMUTE TRIPS IN THE REGION.

For our campus community living in the region but not in Davis, almost 15% bike, bus or train. An additional 10% carpool and 75% drive alone. On an average weekday commute, about 6,000 people, most living within 25 miles, drive to campus. With an incredible road network and a regional commute train, how can we reduce these regional trips?





We have a number of existing transportation programs to help reduce the regional, drive-alone commute trips. We are also considering several new sustainable transportation programs to meet regional travel demand, improve quality of life and further reduce regional commute trips. Please review these transportation programs and let us know more about the barriers to use these programs.

EXISTING SUSTAINABLE TRANSPORTATION PROGRAMS:

- Bus (Yolobus, Sacramento Regional Transit, Fairfield and Suisun Transit, El Dorado Transit)
- Shuttles (UC Davis to UC Berkeley and UC Davis Medical Center Shuttle)
- Carpool (GoCarpool)
- Vanpool (GoVanpool)
- Lightrail (Sacramento Regional Transit)
- Train (Amtrak Capitol Corridor & GoTrain)

- Telecommute
 - Carshare (Zipcar, Car2Go & City CarShare)
 - Rideshare (Zimride, Uber & Lyft)
- Source: campustomorrow.ucdavis.edu/app_pages/view/77

NEW SUSTAINABLE TRANSPORTATION PROGRAMS UNDER CONSIDERATION:

- UC Davis sponsored rideshare program for UC Davis affiliates only
- Express bus program
- Park and ride program
- Express regional bus program
- Electric bicycle program
- Folding bicycle program for train or bus commuters
- Bikeshare program for travel on campus
- Electric vehicle charging stations

What do **you** think?

What are the barriers for you to use these sustainable transportation programs? How may we eliminate these barriers and help the community realize our sustainability goals?



Low Carbon Transit Operations Program (LCTOP)

Certifications and Assurances

Project Sponsor: City of Davis

Agency Name: City of Davis

Effective Date of this Document: 2/16/2016

The California Department of Transportation (Department) has adopted the following certifications and assurances for the Low Carbon Transit Operations Program. As a condition of the receipt of LCTOP funds, project sponsors (both Project Lead and Contributing Sponsors) must comply with these terms and conditions.

A. General

- (1) The project sponsor agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
- (2) The project sponsor must submit to the Department a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

B. Project Administration

- (1) The project lead certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The project lead assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
- (2) The project lead certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
- (3) The project lead certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
- (4) The project lead certifies that they will notify the Department of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
- (5) The project lead must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
- (6) Any interest the project lead earns on LCTOP funds must be used only on approved LCTOP projects.



CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

- (3) Any project cost for which the project lead has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 49 CFR, Part 18, are subject to repayment by the project lead to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs submit to repayment by the project lead to the State. Should the project lead fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the project lead from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

E. Record Retention

- (1) The project lead agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the project lead, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of the project lead, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years from the date of final payment and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the project lead, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the project lead pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the project lead's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
- (2) For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the project lead's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the project lead shall furnish copies thereof if requested.
- (3) The project lead, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other



Authorized Agent

AS THE

CITY MANAGER

OF THE

CITY OF DAVIS

The City Council of the City of Davis hereby authorizes the following individuals to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. If there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

Dirk Brazil, Davis City Manager

Anthony Palmere, Unitrans General Manager

Dirk Brazil

City Manager

(Print Name)

(Title)



(Signature)

Approved this 16th day of February, 2016

Attachment: Board Resolution approving Authorized Agent

RESOLUTION NO. 16-012, SERIES 2016

**RESOLUTION AUTHORIZING THE CITY MANAGER AND THE
UNITRANS GENERAL MANAGER TO ACT AS AUTHORIZING AGENTS
ON BEHALF OF THE CITY OF DAVIS FOR LOW CARBON TRANSIT
OPERATIONS PROGRAM (LCTOP) FUNDING**

WHEREAS, the City of Davis (hereafter referred to as City) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors; and

WHEREAS, the City has designated Unitrans as the City's provider of fixed-route transit service within the City of Davis, and as such passes through state and federal operating and capital assistance funds to Unitrans to support its operation and maintenance; and

WHEREAS, Agreement #A19952 between the City and the Regents of the University of California, acting on behalf of Unitrans, provides that Unitrans shall be responsible for day-to-day operational and administrative decisions in consultation with City, and that for the purposes of administering funds, compliance and accountability for grants awarded by the State of California, and any agency or subdivision thereof, University shall be the party responsible for compliance with applicable administrative requirements of those agencies; and

WHEREAS, through its own coordinated planning process, the City has developed a capital improvement program containing various high priority LCTOP-eligible programs and projects for which the City would be the lead agency.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Davis that the City Manager is hereby authorized to act on behalf of the City of Davis for the purpose of obtaining and administering LCTOP funds for eligible City programs and projects; and

BE IT FURTHER RESOLVED that the Regents of the University of California, acting on behalf of Unitrans, is authorized to act as an Authorizing Agent on behalf of the City of Davis for the purpose of obtaining and administering LCTOP funds for eligible Unitrans programs and projects; and

BE IT FURTHER RESOLVED that the City Council hereby designates the City Manager or his/her designee, on behalf of the City of Davis, and the Unitrans General Manager or his/her designee, on behalf of Unitrans, to execute and submit all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation, including the Certification and Assurances document that sets forth all applicable statutes, regulations and guidelines for LCTOP funded transit projects.

PASSED AND ADOPTED by the City Council of the City of Davis this 16th day of February, 2016, by the following vote:

AYES: Davis, Frerichs, Lee, Swanson, Wolk

NOES: None



Daniel M. Wolk
Mayor

ATTEST:



Zoe S. Mirabile, CMC
City Clerk